

1.0 PURPOSE AND SCOPE

This document provides guidance for presenting and communicating safety related information to employees. All Washington River Protection Solutions, LLC (WRPS), staff augmentation, and field subcontractor employees should participate in the sharing of information including safety meetings, tailgates, and e-mail safety notifications.

Safety Meetings should focus solely on environmental protection, safety and health, industrial hygiene, radiation protection, quality assurance, pollution prevention, waste minimization, security and emergency preparedness.

Weekly tailgate meetings should establish a safety focus at the start of the workweek focusing solely on pertinent and timely safety-related information, safety-related issues and/or concerns; safety-related activities, and urgent information from management.

2.0 IMPLEMENTATION

This guidance document is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 GUIDANCE

4.1 Safety Meetings

A chief objective of safety meetings is to provide employees a means and awareness of ways to prevent injury. You can accomplish this if you:

- Use a relevant topic
- Know the material
- Present the topic in an interesting manner
- Invite participation.

Manager or Delegate

1. Demonstrate commitment to safety by presenting the material and answering questions.

NOTE: Safety Meeting presentations are limited to about 30 minutes and will be followed by group discussions as needed.

2. Use the safety topic provided if appropriate to your work group. If not, select an appropriate safety topic relevant to your group.
 - a. Use your resources.
 - b. Look at recent Lessons Learned within WRPS, Hanford, or within the U.S. Department of Energy.

- c. Check the internet for information.
 - d. See what materials are available at the Hanford Resource Center (at Hammer).
 - e. Use your safety professionals.
2. Know/learn the material.
 - a. Start preparation early
 - b. Study the technical aspects and make sure you are comfortable talking about them.
 - c. Seek out persons who have conducted or are scheduled to conduct meetings on similar subjects. It may be beneficial to bring up new ideas.
 - d. Review and select any audiovisual aids; look for interactive approaches.
 - e. Be prepared to answer questions on correct practices with up-to-date information.
 3. Conduct the safety meeting.
 - a. Hold safety meetings monthly at a specific time and place the group agrees upon.
 - b. Direct the meeting.
 - Maintain control and keep to the point.
 - Acknowledge side issues and discuss them briefly or defer them for a future meeting or late individual discussion.
 - Compliment anyone who makes a good contribution.
 - Let employees disagree, but don't let the meeting degenerate into a gripe session.
 - Avoid interruptions such as cell phone calls.
 - Monitor employee attendance.

NOTE: Meeting rosters are not required, but may be used by managers as a tool to monitor attendance.

- c. Present topics in an interesting manner.
- 1) Present information in a manner that is appropriate to the audience.
 - 2) Prepare formal safety meeting presentations for all of WRPS.

NOTE: EAPCs may arrange for special topics of interest to their membership or guest speakers.
 - 3) Be prepared, including reviewing the information in advance and having presentation materials or equipment ready.
 - 4) Avoid pure lecture whenever possible and encourage active participation.
 - 5) Ask for employee experiences with the subject presented.
 - 6) Ask how they can apply the information presented.
 - 7) Vary your presentation.
- d. Invite participation.
- 1) Select an employee to present the main meeting.

NOTE: This can be rotated among the group.
 - 2) Select an employee to discuss the procedure or talking points that concern this topic.
 - 3) Select an employee to discuss lessons learned on this topic.
 - 4) Select an employee to discuss the ISMS talking points.
 - 5) Invite discussion after a film.

NOTE: Never simply show a film without a thorough comment.
 - 6) Ask questions that require more than a yes or no answer by starting them with words like what, why, or how.

4. Schedule make-up meetings, if needed, for employees who missed the initial meeting. If possible, schedule make-up meetings for the following month.
5. Conduct make-up meeting. By exception the manager can determine the options for make-up meetings, i.e., reading, one-on-one review.

4.2 Tailgates

The chief objective of tailgates is to provide employees with general safety-related information, issues and activities that will place employee's focus on safety at the start of the week. The information should affect the majority of the workforce. This can be accomplished by:

- Using management monitoring and accountability
- Using relevant safety information
- Making the presentation interesting and visual
- Inviting participation.

The tailgate presentation should not be used for information that is better placed in group communications such as:

- Answers to PERs that do not affect the whole workforce
- RadCon specific issues
- Holiday specific items
- Procedure changes that do not affect the whole workforce
- Specific work required information.

The tailgate presentation needs to be worth the time needed to produce and present.

4.2.1 Format

External Affairs will act as final gatekeeper to tailgate content and will review all slides before final posting. Final posting may be done in .pdf form. The format/background for the tailgate presentation will not be released companywide, in order to help control the content that is included. With the exception of the Safety Refocus, the presentation is limited to 15 slides. Content on the slides should not include excessive use of jargon or excessive content information. The use of pictures and video is encouraged. Internet links can be used to provide additional information as needed.

Not all areas are able to show video presentations, when including video in the tailgate; submitter should also provide other slides that cover the video information. These slides can then be printed and used during the tailgate.

4.2.2 Submission

All tailgate content will be submitted to The Industrial Safety Program Manager (or delegate) by close of business on Tuesday. Industrial Safety will review the content ensuring it is relevant and appropriate and then compile the presentation. The tailgate presentation is then submitted to External Affairs by 10 a.m. Wednesday.

External Affairs then formats the presentation for readability and consistency according to the template. The tailgate presentation is then sent for review with comments due to External Affairs by 7 a.m. on the last work day of the week. The tailgate presentation is then posted to the internal website by 8 a.m. on the last work day of the week. The presentation will only be posted in .pdf format on the website and in the archive folder.

Managers or Delegates

1. Monitor attendance for their employees and consider this in their performance reviews.

NOTE: Attendance rosters are not required, but may be used by managers as a monitoring tool.

- WRPS employees and staff augmentation subcontractors should attend weekly tailgate unless justifiable conflicts prevent attendance.
- Field-oriented subcontractors should either hold their own tailgate meetings or join those of the groups they support.

2. Conduct the Tailgate.

- The formal presentation information should be presented to work groups within the first two work days of the week (normally Monday or Tuesday).

NOTE: Occasionally, this may be changed to a different day if it would improve attendance or effectiveness.

- Presentation should generally be limited to 15 minutes.

NOTE: Occasionally, special topics, such as a safety refocus after holidays or ISMS/VPP awareness, may take up to 30 minutes.

- Managers or Supervisors of the attendees should demonstrate their commitment to safety by presenting the material and answering questions.

- Information should be presented in a manner that is appropriate to the audience.

- Presenters are expected to be prepared, including reviewing the information in advance and having presentation materials or equipment ready.

- Tailgate presentation package should be posted on the WRPS homepage at least one workday in advance. Notice of availability can be sent to managers and administrative staff upon request.

3. Include the following topics after the tailgate presentation if needed:

- Environmental Protection
- Safety and Health Management
- Industrial Hygiene
- Radiation Protection
- Quality Assurance
- Pollution Prevention
- Waste Minimization
- Security
- Emergency Services
- Presentations will generally not include:
 - Non-safety related information (use Solutions newsletter, employee messages or other general communication methods)
 - Information that is required to be understood for a person to perform an assigned job or task (use Required Reading, focused briefings, formal training or appropriate communication methods)
 - Information of interest to a small portion of WRPS (use small group discussions or other targeted communications)
 - Overly detailed or complex information (use focused, technical communication methods).

4.3 Safety Communications

Communication is key to all initiatives and safety programs. Maintaining a constant link to employees and management maintains a consistent program of one voice. A multimedia approach improves the opportunity to reach all employees. Communication entails generating reports and safety information on a daily, weekly, and monthly basis to support WRPS safety activities, and raising awareness of safety, issues and concerns through councils and promotional/marketing activities.

Types of communications include:

- Stop Work Bulletins
- Rude Awakenings
- Injury Report
- Hot Topic
- Lessons Learned.

5.0 DEFINITIONS

No terms or phrases unique to this guidance document are used.

6.0 RECORDS

No records are generated during the performance of this guidance document.

7.0 REFERENCES

1. 29 CFR 1926.21(a), "Safety Training and Education."
2. RPP-MP-003, "Integrated Environment, Safety, and Health Management System Description for the Tank Operations Contractor."
3. TFC-BSM-IRM_DC-C-02, "Records Management."
4. TFC-OPS-OPER-C-28, "Lessons Learned."